



Town Hall, High Street, Corsham, Wiltshire SN13 0EZ

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3 December 2019

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held at the Town Hall on Monday 9 December 2019 at 7.30pm.

Please would members of the Accounts Sub-committee arrive by 7.10pm.

Yours sincerely

David J Martin
CHIEF EXECUTIVE

AGENDA

1. Apologies.
2. Public Question Time and Petitions.
3. Declarations of Interest.

To receive any Declaration(s) of Interest under Corsham Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

4. Minutes of the Council Meeting held on 11 November 2019 – *attached*.
5. Matters Arising from the above Minutes – *for information only*.
6. Policing and Community Safety – To consider policing and community safety issues.
7. Chairman's Announcements.
8. Correspondence –
 - i) As mentioned in Members Information Sheet Nos. 436 and 437 – *to note*.
 - ii) Late correspondence – *to note*.

9. Reports from Council representatives appointed to outside bodies.
10. Minutes of the Community Services Committee meeting held on 20 November 2019 – *attached*.
11. Matters Arising from the above Minutes – *for information only*.
12. Minutes of the Council (Planning) meeting held on 27 November 2019 – *attached*.
13. Matters Arising from the above Minutes – *for information only*.
14. Minutes of the Property and Amenities Committee meeting held on 4 December 2019 – *to follow*.
15. Matters Arising from the above Minutes – *for information only*.
16. Minutes of the Corsham Youth Council meeting held on 25 November 2019 – *to note*.
17. Plastic Waste Audit (*Minute 28/19, 168/18 and 129/18*) – Further to the Council meeting on 13 May 2019, the Plastic Waste audit report produced by Transcoco has been reviewed and updated (*see attached*). The report shows further progress in reducing single use plastics as a result of increased awareness of the issue. The recently formed Environment Task Group will be assisting in further improvement through its Action Plan – *for information and comment*.
18. Councillors Skills Audit – The Chief Executive will present a summary of the findings of the Councillors Skills Audit which was completed in November 2019. The information can be used to help decide which Councillors are most suited to which committees and working groups; improve mentoring and identify future training needs. The wide range of skills, knowledge and experience is beneficial in progressing the Strategic Plan. Any further suggestions for using the data will be considered by the Chief Executive and Head of Finance and Administration and incorporated into the Training and Development Policy – *for consideration*.
19. Appointment of Representative for Corsham Connections – The Town Council has been invited to appoint a representative to the Corsham Connections group which has been set up to signpost vulnerable and isolated people to where they can receive help with healthcare. The Area Board has put some funding toward the scheme, which will have its own website. Councillor Ruth Hopkinson, as Health Representative is willing to represent the Town Council – *for approval*.
20. Issues for Corsham Area Board Consideration (*Various minutes*) – Further to previous meetings, this regular agenda item asks the Town Council to identify issues for Area Board consideration – *suggested issues invited*.
21. Co-option to Fill Councillor Vacancy, Corsham Town Ward – There is currently a Councillor vacancy for co-option to Corsham Town Ward. Nominations to fill the vacancy have been advertised and four applications were received by the closing date. Nomination details for the candidates are attached. The applicants are Alan Brown, Victoria Conrad, Kenneth Mellor and Sue Snook.

Members need to decide whether they think either or both candidates are suitable before a ballot or voting.

The more recent vacancy for Corsham Pickwick Ward is currently being advertised – *co-option requested*.

22. Authorisation of cheques and payments – A list will be available at the meeting.

**A Meeting of the Accounts Sub-committee will take place at 7.10pm.
The Methuen (Town) Hall meeting will take place immediately after the
Council meeting.**

**The Chairman invites you to stay after the meetings
for Christmas drinks and refreshments.**